



OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

3 SEP 2005

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Information for Department of Defense Civilian Employees Affected By
Hurricane Katrina

The purpose of this memorandum is to provide guidance on benefits, entitlements, and employment flexibilities authorized for Department of Defense (DoD) civilian employees affected by the immense devastation and disruption of Hurricane Katrina. The attached conveys important information on critical human resources issues.

Our DoD civilian employees are a valued resource and an essential part of our total force structure. As we move forward to restore operations interrupted by the storm and its aftermath, we must do all that we can to assist our civilian workforce during this difficult and challenging time. As part of our effort to keep our DoD workforce informed, updated information will be posted regularly on the Defense Civilian Personnel Management Service website, www.cpms.osd.mil. The site also contains links to other information provided by agencies such as the Office of Personnel Management and the Federal Emergency Management Agency.

We also must recognize that our employees are eager to continue making contributions to our vital mission. Therefore, I encourage you to make every effort to use alternate worksites, telework, alternate work schedules, temporary duty at alternative work sites, and other flexible employment practices to ensure all employees can continue their contributions. As we have learned from past crises, work can be a therapeutic outlet by providing structure, consistency, and camaraderie.

I know that you will make every effort to support affected employees as they rebuild their lives and return to normalcy. Please let me know how we can assist you and support your efforts.

Marilee Fitzgerald

Marilee Fitzgerald
Acting Deputy Under Secretary of Defense
(Civilian Personnel Policy)

Attachment:
As stated

DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY,
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FACT SHEET

HURRICANE KATRINA INFORMATION DEPARTMENT OF DEFENSE CIVILIAN EMPLOYEES

This fact sheet describes civilian benefits and entitlements that may be authorized for or affect Department of Defense (DoD) employees as a result of the Hurricane Katrina. It will be periodically updated as necessary to ensure ready access to important and emerging information. Any questions you may have may be referred to FAS@cpms.osd.mil, telephone, 703-696-1615. However, questions specific to pay and allowances for Hurricane Katrina also can be referred to pay@cpms.osd.mil or Dennis Turner, 703-696-1284; and questions specific to benefits and entitlements also can be referred to benefits@cpms.osd.mil, or Johnny McLean, 703-696-1202.

ORDERING A CONUS EVACUATION

The commander, director, head, chief or supervisor of an organization or office may order an evacuation from a location in the United States. These officials were delegated the authority to order evacuations by the Under Secretary of Defense (Personnel and Readiness) Memorandum, subject: Evacuation of Civilian Employees dated 29 July 1994. Allowances may be paid as soon as one of these officials orders an evacuation.

DESIGNATION OF CONUS SAFE HAVEN

By [memorandum](#) dated September 2, 2005, the Under Secretary of Defense (P&R) designated the continental United States as the alternate safe haven for dependents of all DoD civilian employees who were ordered to evacuate by the commanding officer or equivalent DoD authority.

Section 5725 of title 5, United States Code (U.S.C.), authorizes transportation at Government expense to a safe haven location when an evacuation is authorized or ordered. Safe haven means a designated area to which an employee or dependent will be or has been evacuated. Local installation commanders, or other authorities (as named in C12000(C) (1) of the DoD Joint Travel Regulations (JTR)), determine the need to evacuate and define the geographic area of a designated safe haven for DoD civilians.

CONUS EVACUATION TRANSPORTATION AND PER DIEM/SUBSISTENCE ALLOWANCES

CONUS evacuation transportation and per diem/subsistence allowances are authorized for the period of time covered by the evacuation order, unless terminated earlier. The allowance authorization cannot exceed 180 days.

There is no reimbursement for lodging costs if staying with family or friends. Entitlements include, but are not limited to, transportation to the designated safe haven and authorized per diem/subsistence expenses for that location. See Title 5, Code of Federal Regulations (CFR) 550.401–550.408 at <http://opm.gov/cfr/index.htm> and JTR C12000 and Appendix I, Part B, at [https://secureapp2.hqda.pentagon.mil/perdiem/jtr\(ch1-16\).pdf](https://secureapp2.hqda.pentagon.mil/perdiem/jtr(ch1-16).pdf) for reimbursement procedures and rates.

TEMPORARY DUTY (TDY) TRAVEL

Temporary duty travel entitlements in support of Hurricane Katrina efforts are authorized in accordance with the JTR, Chapter 4, Chapter J.

ADVANCE PAY

5 U.S.C. 5522, as regulated by 5 CFR 550.403-4, authorizes advance payments for DoD civilians ordered to evacuate. An advance payment is based on the employee's salary (including allowances, differentials, or other authorized payments and excluding applicable deductions). Within the Department, the amount of the advance payment may not exceed the amount the employee would normally receive for two pay periods. The purpose of an advance payment is to help the employee defray immediate expenses incidental to the evacuation. When an employee receives an advance, the amount of the advance is exclusive of any other form of payment received by the employee, such as the evacuation payments described below.

EVACUATION PAY

Evacuation payments, based on an employee's existing salary, are continuing payments for his or her regular pay days for a period not to exceed 180 days. The evacuation payments cover the period of time during which the evacuation order remains effective or until the employee is reassigned to a new duty station. The evacuation payment authorization cannot exceed 180 days. The amount of each bi-weekly payment is based on the employee's regularly scheduled tour of duty. Employees with intermittent schedules will be paid based on an approximation of the number of days per week normally worked.

Evacuated employees may be assigned to perform any work the authorizing official determines is necessary during the period of evacuation. Failure or refusal to perform assigned work may result in the termination of further evacuation payments. Not later than 180 days after the effective date of the order to evacuate, or when the evacuation is terminated, whichever is earlier, an employee must be returned to his or her regular duty station, or action must be taken to assign him or her to another duty station.

ADMINISTRATIVE LEAVE

Employees who are affected by natural disasters but who are not required to evacuate may be excused from work without charge to leave for reasonable periods of time. DoD 1400.25-M, Civilian Personnel Manual, Subchapter 610, Hours of Duty, permits authorized officials who close all or part of an activity in connection with extreme weather conditions to excuse employees administratively. When the administrative group dismissal is projected to exceed three days, the administrative order authorizing the group dismissal must document why other alternatives could not be used and the reason for the length of the anticipated dismissal.

TELEWORK

Arrangements for employees to work at home or at an alternate work location are particularly appropriate when traditional worksites have been evacuated as a consequence of natural disasters such as Hurricane Katrina. Managers and employees are encouraged to implement telework agreements to the maximum extent possible within the parameters of each DoD Component's telework policy. The General Services Administration (GSA) is offering free use of their telework centers through the end of 2005 to all Federal employees. Information about this offer and how human resources offices can implement telework efficiently and effectively is available at the GSA/OPM website, www.telework.gov and the Defense Civilian Personnel Management website, <http://www.cpms.osd.mil/>.

PAYROLL INFORMATION

DoD employees and retirees should check the Defense Finance and Accounting Service website (<http://www.dfas.mil>) for the latest information on payroll processing, electronic fund transfer, and other financial matters.

THRIFT SAVINGS PLAN OPERATIONS

Due to Hurricane Katrina, TSP operations at the National Finance Center in New Orleans have been suspended. They are currently unable to process paper forms. Employees are encouraged to use the TSP website to conduct transactions. Please check the TSP website (<http://www.tsp.gov/hurr-kat.html>) for further updates.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE PROGRAM (FEGLI)

The Office of Personnel Management has instituted its expedited payment procedures. The Office of Federal Employees' Group Life Insurance (OEGLI) will

waive the requirement to provide a death certificate for deaths in this situation. OFEGLI will accept:

- a written statement from the agency that the insured was in the area affected by Katrina when the death occurred, or to the best of their knowledge, the insured is missing and presumed (or confirmed) dead.
- If such a statement is not available, OFEGLI will consider whatever information is available, including newspaper accounts or information from other reliable sources, including reliable websites.

FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHB)

The office of Personnel Management has contacted FEHB carriers to ask them to demonstrate maximum flexibility under their contract. It is anticipated that fee-for-service carriers will relax certain provisions such as their pre-certification requirements and notification and level of benefit payment requirements when the injured or ill are taken to non-plan and or non-PPO hospitals or other treatment centers. OPM also has asked that certain FEHB members get additional supplies of medications as backup for emergency situations, if necessary. Additionally, though charges for work-related injuries sustained by Federal workers are payable by the Office of Workers' Compensation Programs (OWCP), OPM has encouraged FEHB plans to provide immediate payment and seek subsequent reimbursement from OWCP.

FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)

Employees enrolled in FLTCIP who live in the affected areas of Hurricane Katrina devastation and miss premium payments during this time of crisis will not have their coverage cancelled. FLTCIP partners will work with enrollees at a later time to bring their accounts up to date.

LEAVE DONATIONS

The President has authorized OPM to establish a Federal Emergency Leave Donation Program to assist employees affected by Hurricane Katrina. A delegation of authority permitting DoD Components to establish this program is pending and expected to be signed shortly.

Additional information on benefits may be found at the Office of Personnel Management (OPM) website at <http://opm.gov/emergency/katrina.asp>.